

EFFECTIVE

May 1, 2001.

SUBJECT

1. Foster Care Template Updates
2. FIA-1419 Form Revision

**1. FOSTER CARE
TEMPLATE
UPDATES****FIA-197, Relative/
Fictive Kin/
Guardianship
Home Study
Outline**

An outline and template for non-licensed relative home studies has been added to the manual. This outline is to be used for non-licensed relatives, fictive kin and guardianship home studies. Copies of the home study must be submitted to the court, parent(s) and relatives who expressed an interest in caring for the child(ren). If the home study contains Central Registry or LEIN information, this information must be redacted from the parent(s) copy.

**SDM Foster Care
Template Changes**

Changes have been made to the SDM templates. A workgroup of field staff, both outstate and Wayne, FIA Central Office, DCIS - foster care licensing and NCCD staff was convened. The purpose of the workgroup was to identify redundancies and streamline the ISP and USP templates. The following list of revised templates have been replaced:

- FIA-65, Initial Service Plan
- FIA-66, Updated Service Plan
- FIA-67, Parent-Agency Treatment Plan and Service Agreement
- FIA-68, Permanent Ward Service Plan
- FIA-69, Foster Care/Juvenile Justice Action Summary

Conversion of the templates will be necessary with these changes; that is, workers will not be able to use the previous USP or PWSP template for the child's next service plan. Policy Office is aware that this creates more work, but it is believed that the changes in the

templates will create less work in the long run and are necessary for policy compliance.

General Format Changes For All SDM Templates

Previously, most of the instructions were in paragraph format. This was changed from a paragraph format to bullets for clarity and ease of reading. It is important that workers use the hidden text feature within the templates. The hidden text conforms to policy within the manual and will assist the worker in meeting the statutory requirements of the law when submitting these report to court. Reference CFF 722-8, Accessing Hidden Text Within SDM Templates for instructions.

New SDM Templates

The SDM Residential Care Initial Service Plan, FIA-365 and the Updated Service Plan, FIA-366 have been added to the RFF section of the manual. These forms were implemented in November 2000. (See L-00-219) The residential care provider completes these service plan formats.

Medical Passport Template Changes

The following information has been added to the Medical Passport form, FIA-221:

- Hepatitis A shot under immunizations;
- Child's primary physician or health care provider;
- On-going medications section;
- A statement that the foster parent/kinship caregiver has been given a copy of the Medical Passport along with other required information;
- A **cc:** has been added to remind the private child placing agency worker to send the Medical Passport to the FIA monitoring worker.

The revised form was released on the FIA-Net, March 1, 2001 and has been added to the RFF section of the manual. Pages 2 and 4 are updated for children who already have a Medical Passport.

For information on the policy changes for the above templates, see Child and Family Services Bulletin 2001-004, effective May 1, 2001.

2. FIA-1419 FORM REVISION

FIA-1419, Decision Notice for State Emergency Relief, is revised to include a statement regarding misrepresentation/fraud and the fact that, although SER is approved, FIA payment will not be made until any applicable client copayment has been made.

Note: Use the last day of the 30 day authorization period as the date by which the copayment must be made.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

RFF 154

RFF 197

RFF 365

RFF 366

Changed Items ...

RFC R

RFF 65

RFF 66

RFF 67

RFF 68

RFF 69

RFF 221

RFF 1171

RFF 1419